

578506/97

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT

Revised

CLASSIFICATION SPECIFICATION

TITLE: **LIBRARY ASSISTANT**

DEFINITION

Under general supervision, to perform a wide variety of routine to moderately difficult clerical library duties; to interact with the public in providing library services; and to perform other related duties as required.

REPORTS TO: Varies

DISTINGUISHING CHARACTERISTICS

This is a broad class encompassing entry, journey, and advanced journey level library clerical duties. Incumbents assigned to this class initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, and as incumbents progress through the salary range, incumbents are expected to perform the full range of duties as assigned with increasing proficiency and independence. This class is distinguished from the Library Technician in that the latter is assigned responsibility for performing more technical library tasks and may serve as a supervisor of the circulation desk in a mid-size branch.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from professional library staff; may lead and schedule the work of Library Pages and volunteers as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Serve at circulation desk; use automated system to charge and discharge library materials, register new customers, and issue library cards.
- Operate computer to carry out assigned clerical functions such as processing orders for new books, book withdrawals, transfers, acquisitions, and inventory control.
- Search for reserve requests and notify customers when request is filled.
- Identify overdue and damaged materials; issue receipts for payment of lost books.
- Assist customers in the operation and use of microfiche readers, copiers, microfilm readers, and other Library equipment; assist with basic machine maintenance.
- Answer telephone inquiries, routine reference, and informational questions; respond to questions regarding library circulation policies and library procedures.
- Process overdue fine notices as required; collect, record, and account for fines; maintain and update delinquent files.
- Assist with the maintenance and/or development of the collection; file/sort books for cataloging; search shelves for overdue and lost books; clean, mend, and perform minor repairs on library materials.
- Order, review, and distribute materials and supplies; process new books, current periodicals, paperbacks, slip cover materials, and other library materials.

- Maintain various files and records; compile statistics and data; prepare various summary reports and lists; tally daily cash receipts and prepare cash reports.
- Perform general clerical support including typing of lists, labels, and cards; sort and distribute mail, correspondence, and other materials.
- Assist in the preparation and maintenance of bulletin boards.
- Assist in scheduling and training of Library Pages and volunteers; provide technical assistance in processing library materials and related activities.
- Serve as supervisor "in charge" of branch daily operations in the absence of supervision, as assigned; open and close branch libraries as assigned.

QUALIFICATIONS

Knowledge of:

- Modern office methods, procedures, and equipment.
- English usage, spelling, grammar, and punctuation.
- Basic mathematics; record keeping methods and procedures.
- Standard library practices and procedures.
- Library terminology.
- Basic record keeping methods.
- Basic bibliographic research tools.
- Principles of leading others and training.

Ability to:

- Lead, train, and schedule the work of Library Pages and volunteers.
- Type proficiently with speed and accuracy.
- Perform basic library services and functions with increasing skill and independence.
- Follow oral and written instructions.
- Perform clerical library work with speed and accuracy.
- Operate office machines, computers, terminals, and specialized library equipment.
- Make routine arithmetic calculations.
- Deal courteously and effectively with the public.
- Sort and file alphabetically and numerically.
- Lift 20-40 pounds (as required of some positions).

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school or equivalent. The completion of supplemental college or business related course work is highly desirable.

Experience: Experience performing a wide variety of journey level clerical duties is highly desirable.

NECESSARY SPECIAL REQUIREMENTS

Must be able to work part-time or irregular schedules including evenings and weekends.

Possession of, or ability to obtain, a valid Class "C" California Motor Vehicle Operator's License, which may be required at time of appointment

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Library Assistant

TO: Library Technician